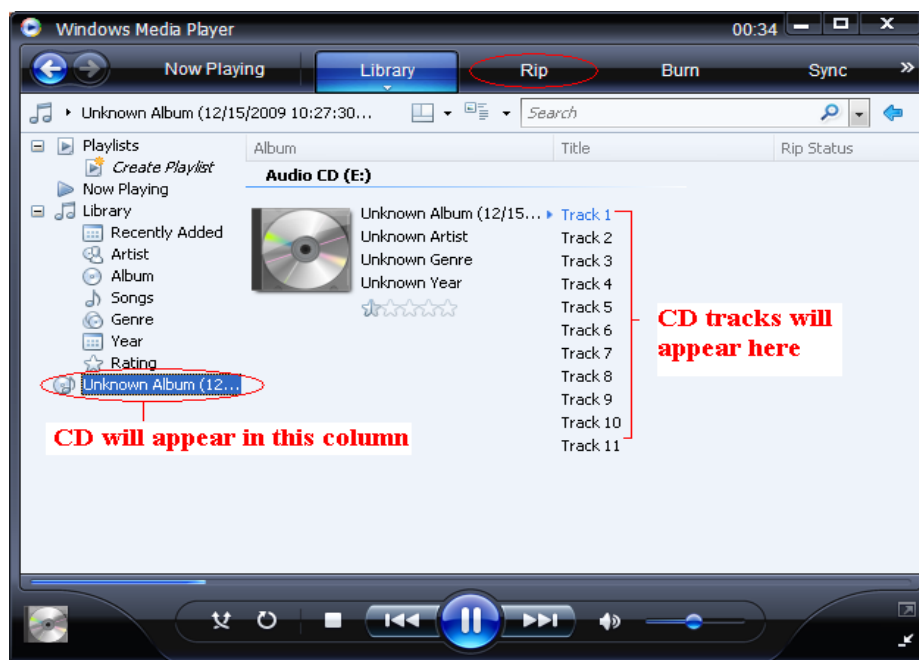


Windows Media Player Tutorial #23

Adding Music on WMP

Putting CDs on your computer allows you to listen to your music while on the computer. Having music on your computer is easier to navigate through and easily retrievable than switching CDs. You can create lists of music and save thousands of songs on your computer to be played anyway you like. To begin adding songs onto your computer follow the written and image instructions below.

- (1) Left click on “Start”
- (2) Left click on “All Programs”
- (3) Left click on “Windows Media Player”
- (4) Insert a CD into the CD Drive. Wait until it full loads and when it is readily, the CD will appear



- (5) Left click on the “Rip” tab on the top of the page
- (6) Left click on “Start Rip”
- (7) WMP will tell you when the rip is complete.
Remove the CD from the CD drive
- (8) Now go to the “Library” tab and the album will appear along with the tracks of the CD. To listen to the track, double-left-click on the track title



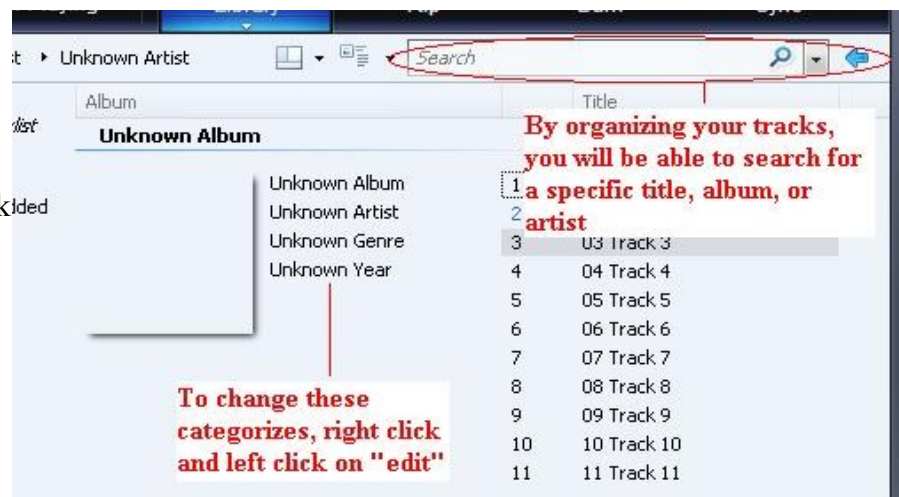
WMP Music Options:



Changing Track, Artist, and Album Names

Many of times when you rip a CD to WMP the track, artist, and album name does not appear. When this occurs, you must manually put in this information yourself. This will help you navigate through your music collection. To change track, artist, and album names follow the written and image instructions below.

- (1) Left click on the "Library" tab
- (2) Left click on the track title you want to change
- (3) Right click on the same track and left click on "Edit"
- (4) Track title will turn blue, type in new name. Once complete, left click outside of the track.



Burning Music from the Library to CD

“Burning” in WMP means putting your library music onto a CD. This allows you to create CD mixes with various artists that you can play in a CD player or on another computer (depending on the audio type to save it as). Before you begin make sure that your computer has a burner installed in the tower and that you have purchased CD-R compact discs. Please follow the written and image instructions below.

- (1) Left click on the “Burn” tab
- (2) Left click on “Library” in the left column. The track information will appear on the main page.
- (3) Left-hold-drag the tracks down to the “Next Disc” menu. Do this for all the tracks you wish to put on the CD
- (4) Insert a blank CD-R. Wait until disc is fully loaded before installing
- (5) To begin burning, left click on the “Start Burn” button. Once all the tracks are imported onto your CD-R, WMP will inform you. Take the CD out once it is complete.

